



GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Professional Service Schedule  
00CORP

SIN 874-1/ 874-1RC: Integrated Consulting Services  
SIN 874-7/ 874-7RC: Integrated Business Program Support Services  
520-11/520-11RC- Accounting  
520-12/520-12RC-Budgeting  
520-13/520-13RC-Complementary Financial Management Services

6066 Leesburg Pike Suite 700,  
Falls Church, VA 22041  
Contract Administrator: John Tuba  
Email: [jtuba@tubagroup.com](mailto:jtuba@tubagroup.com)  
Phone: (703) 417-9410  
Duns: 615079147  
Website: [www.tubagroup.com](http://www.tubagroup.com)

Business Size: Small, Disadvantaged, 8(a) Business

Contract Number:  
GS-00F-222CA

Period Covered by Contract:  
July 22, 2015 through July 21, 2020

General Services Administration  
Management Services Center Acquisition Division

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*<sup>™</sup>, a menu-driven database system. The Internet address for GSA *Advantage!*<sup>™</sup> is <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FAS Schedules button at <http://www.gsa.gov>.



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<p style="text-align: center;"><b>INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS</b></p>
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- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

520-11/520-11RC- Accounting  
520-12/520-12RC-Budgeting  
520-13/520-13RC-Complementary Financial Management Services  
SIN 874-1/ 874-1RC: Integrated Consulting Services  
SIN 874-7/ 874-7RC: Integrated Business Program Support Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See attached pricelist
- 1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5
2. Maximum Order: \$1,000,000
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery Area): Domestic only
5. Point(s) of production: Same as company address
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See attached pricelist.
7. Quantity discounts: None offered
8. Prompt payment terms: Net 30 days
- 9a. Government purchase cards are accepted up to the micropurchase threshold.
- 9b. Government purchase cards are accepted above the micropurchase threshold.
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery Tuba Group, Inc. shall deliver or perform services in accordance with the terms negotiated in any agency's order.
- 11b. Expedited Delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. Contact Contractor
- 11d. Urgent Requirements. Contact Contractor
12. F.O.B Points(s): Destination
- 13a. Ordering Address: Tuba Group, Inc.  
6066 Leesburg Pike Suite 700

Falls Church, VA 22041

- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Payment address: Same as company address
- 15. Warranty provision: Contractor's standard commercial warranty
- 16. Export Packing Charges (if applicable): N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
- 19. Terms and conditions of installation (if applicable): N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
- 21. List of service and distribution points (if applicable): N/A
- 22. List of participating dealers (if applicable): N/A
- 23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 25. Data Universal Numbering System (DUNS) number: 615079147
- 26. Tuba Group, Inc. is registered in the System for Award Management (SAM) database.
- 27. Recovery Purchasing – YES
- 28. Uncompensated Overtime – Not Used
- 29. Service Contract Act:

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

**TUBA GROUP, INC. AUTHORIZED GSA SCHEDULE  
PROFESSIONAL SERVICES SCHEDULE  
LABOR CATEGORIES**

**Partner**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's Degree in accounting or other related technical discipline.

**Experience:** Minimum of 12 years

**Certification:** CPA or CGFM

**Functional Responsibilities:** The partner serves as client liaison and is responsible for ensuring that services are provided in an efficient and timely manner, and that all administrative matters are handled appropriately and expeditiously. Manages significant program/technical support operations and is responsible for execution of all engagement activities. He is responsible for contract negotiations, adherence to accounting standards, and ensuring the quality of all work products.

**Senior Manager**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's Degree in accounting or other related technical discipline.

**Experience:** Minimum of 8 years

**Certification:** CPA or CGFM (10 years of audit, audit related or relevant technical experience may be substituted for CPA/CGFM certification based on partner approval)

**Functional Responsibilities:** The senior manager is responsible for directing the day-to-day accomplishments of the engagement. The senior manager sets priorities, ensures daily coordination among the engagement team, and monitors progress against schedules, budgets, and status reporting. Confers with government management staff regarding specific program/technical activities, issues or conflicts.

**Manager**

**Relevant SIN(s) –**

**Education:** Bachelor's Degree in accounting or other related technical discipline.

**Experience:** Minimum of 5 years

**Certification:** CPA or CGFM (7 years of audit, audit related or relevant technical experience may be substituted for CPA/CGFM certification based on partner approval)

**Functional Responsibilities:** The manager is Responsible for planning organizing, task management, technical work, quality assurance, schedule and budget monitoring of engagement. Serves as primary contact with client staff.

## **Senior Auditor**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's Degree in accounting or other related technical discipline.

**Experience:** Minimum of 4 years

**Certification:** CPA or CGFM desired

**Functional Responsibilities:** Under supervision of Manager or the Senior Manager, the senior auditor is responsible for planning, organizing, and oversight of all task activities to include technical work, quality assurance, schedule and budget monitoring; Supervises senior and staff accountants on task.

## **Senior Accountant II**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's Degree in accounting or other related technical discipline.

**Experience:** Minimum of 4 years

**Certification:** CPA or CGFM desired

**Functional Responsibilities:** Under the direction of the Supervisory Accountant, the Senior Accountant II is responsible for conducting detailed test work and documenting their results in audit work-papers. The Senior Accountant assists the Manager in preparing the work plan and all project deliverables, and performing the more critical test procedures. Provides direct supervision to staff accountants and performs the initial review of staff accountants work-papers. Any problems, concerns, or issues that arise during the performance of test work are communicated immediately to the Manager.

## **Senior Accountant I**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's Degree in accounting or other related technical discipline.

**Experience:** Minimum of 3 years

**Certification:** CPA or CGFM desired

**Functional Responsibilities:** Assists the manager in preparing the work plans for all project deliverables, and performing test procedures; examines accounting documents to verify accuracy and compliance with policies, procedures and acceptable accounting standards. Senior accountant provides direct supervision to staff accountants and performs the initial review of staff accountants work-papers.

## **Staff Accountant II**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's Degree in accounting or other related technical discipline.

**Experience:** Minimum of 2 years

**Certification:** None required. CPA or CPA Candidate preferred.

**Functional Responsibilities:** Assists senior accountant in performing the more critical test procedures. Examines accounting documents to verify accuracy and compliance with policies, procedures and acceptable accounting standards and prepares work-papers and supporting documentation.

## **Staff Accountant I**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's Degree in accounting or other related technical discipline.

**Experience:** Minimum of 1 year

**Certification:** None required. CPA or CPA Candidate preferred.

**Functional Responsibilities:** Under the direct supervision of the senior accountant the staff accountant performs detailed audit test work and documents their results in audit work-papers.

## **Associate Accountant**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's Degree in accounting or other related technical discipline.

**Experience:** None required.

**Certification:** None required. CPA or CPA Candidate preferred.

**Functional Responsibilities:** Under the direct supervision of the staff accountant the associate accountant I posts and balances a variety of financial data in financial systems, checks and verifies transactions to ensure accuracy of accounting documents and entries.

## **IT Audit Manager**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's Degree in Business Administration, Information Systems or other related technical discipline.

**Experience:** 10 years

**Certification:** Certified Information Systems Auditor (CISA) desired.

**Functional Responsibilities:** The IT audit manager is responsible for directing the day-to-day accomplishments of the audit engagement using tailored IT audit programs. Responsible for development of work plan, scheduling, daily coordination among the audit team, monitoring progress against schedules, budgets, project/task deliverables and status reporting.

## **IT Audit Specialist**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's Degree in Business Administration, Information Systems or other related technical discipline.

**Experience:** 6 years

**Certification:** CISA desired.

**Functional Responsibilities:** Under the direct supervision of IT audit manager, the IT audit specialist is responsible for conducting detailed test work and documenting results in audit work



papers, assisting the IT audit manager in preparing work plan and all project deliverables, and performing test procedures.

### **IT Audit Staff**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's Degree in Business Administration, Information Systems or other related technical discipline.

**Experience:** None Required.

**Certification:** None Required CISA candidate preferred.

**Functional Responsibilities:** Performs as a member of an EDP audit team, which includes performing audit steps under the supervision of IT audit manager or IT audit specialist..

### **Senior Consultant / Statistician**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Bachelor's degree

**Experience:** Minimum of 5 years

**Certification:** As appropriate for the subject matter

**Functional Responsibilities:** Serve as the subject matter expert in a specific technical area. The subject area may include actuarial science, statistics, appraisals, or any areas that may be necessary for successful completion of the engagement.

### **Project Administrative Assistant**

**Relevant SIN(s) – 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13 RC**

**Education:** Some College preferred

**Experience:** None Required.

**Certification:** None Required.

**Functional Responsibilities:** Provides general-purpose administrative and clerical support for project tasks, which include secretarial, word processing, collation, editing and coordination.

## Subject Matter Expert I

**Relevant SIN(s) – 874-1/874-1RC and 874-7/874-7RC**

**Minimum Technical Qualifications and Experience:** Must have at least 12 years of experience. Expert in one of the following areas: strategic planning, cost/benefit analyses, process improvement, or risk mitigation. May have authored and published articles or books in field of expertise.

**Functional Responsibilities:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Masters Degree with twelve years experience in the field of specialization.

**Minimum Training/Certifications:** None Required

## Subject Matter Expert:

**Relevant SIN(s) – 874-1/874-1RC and 874-7/874-7RC**

**Minimum Technical Qualifications and Experience** Must have at least 10 years of experience. Expert in one of the following areas::strategic planning, cost/benefit analyses, process improvement, or risk mitigation. May have authored and published articles or books in field of expertise.

**Functional Responsibilities:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Bachelors Degree with ten (10) years experience in the field of specialization. Masters Degree is equivalent to 2 years of experience.

**Minimum Training/Certifications:** None Required

## **Program Manager**

**Relevant SIN(s) – 874-1/874-1RC and 874-7/874-7RC**

**Minimum Technical Qualifications and Experience:** Must have at least 12 years of experience in general program management.

**Functional Responsibilities:** Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating, and completing programs. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

**Education:** Bachelors degree and twelve (12) years of experience.

**Minimum Training/Certifications:** None Required

## **Task Lead**

**Relevant SIN(s) – 874-1/874-1RC and 874-7/874-7RC**

**Minimum Technical Qualifications and Experience:** Must have at least eight years of experience in program management.

**Functional Responsibilities:** Supervises managers and support personnel. Analyzes requirements and assigns appropriate personnel. Defines and develops task statements to identify work to be accomplished in the areas of budget and financial resource allocations, equipment acquisition, and organizational management. Establishes and maintains quality standards. Defines training requirements.

**Education:** Bachelor's degree and eight years of related work experience

**Minimum Training/Certifications:** None Required

## Intermediate Analyst IV

**Relevant SIN(s) – 874-1/874-1RC and 874-7/874-7RC**

**Minimum Technical Qualifications and Experience:** Must have at least ten years of experience in general program management.

**Functional Responsibilities:** Capable of leading and executing task associated with acquisition, readiness, financial, legislative affairs, and international issues for complex programs. Has specialized related knowledge. Capable of working independently or leading teams in the solving of solve problems Capable of providing daily supervision and direction to support teams.

**Education:** Bachelor's degree and ten years of related work experience

**Minimum Training/Certifications:** None Required

## Intermediate Analyst III

**Relevant SIN(s) – 874-1/874-1RC and 874-7/874-7RC**

**Minimum Technical Qualifications and Experience:** Must have at least five years of experience in general program management.

**Functional Responsibilities:** Capable of applying managerial, technical, and business knowledge and judgment to acquisition, readiness, financial, legislative affairs, and international issues related to complex programs. Works as a member of team and assists with solving complex problems. Has specialized related knowledge.

**Education:** Bachelor's degree and five years of related work experience. Education requirement may be substituted with an additional five years of relevant experience.

**Minimum Training/Certifications:** None Required

## Administrative Analyst II

**Relevant SIN(s) – 874-1/874-1RC and 874-7/874-7RC**

**Minimum Technical Qualifications and Experience:** Must have at least three years of experience in general program management..

**Functional Responsibilities:** Under limited direction performs both administrative and technical duties. Collects, evaluates, and maintains work activity data and documentation such as survey data, time activities, user guides, training materials, and other performance data reports. Presents platform training, facilitates meetings and provides limited feedback on organizational activities.

Ensures minutes of meetings are accurate, responses to routine inquiries using standard formats, analyzes collected data and schedules and facilitates staff meetings.

**Education:** Bachelor's degree and three years of related work experience. Education requirement may be substituted with an additional five years of relevant experience.

**Minimum Training/Certifications:** None Required

## **Administrative Analyst I**

**Relevant SIN(s) – 874-1/874-1RC and 874-7/874-7RC**

**Minimum Technical Qualifications and Experience:** Must have at least two years of experience in general program management.

**Functional Responsibilities:** Under direction performs both administrative and technical duties. Collects and maintains work activity data and documentation such as survey data, time activities, user guides, training materials and other performance data reports. Under established procedures and working under immediate supervisor, analyzes collected data. Assist in responding to routine and non-routine inquiries using standard formats, refers unusual or complex inquiries to supervisor. Take minutes of meetings

**Education:** Associates degree and two years of related work experience. Education requirement may be substituted with an additional three years of relevant experience.

**Minimum Training/Certifications:** None Required

## **Administrative Assistant**

**Relevant SIN(s) – 874-1/874-1RC and 874-7/874-7RC**

**Minimum Technical Qualifications and Experience:** None Required, one to three years preferred.. .

**Functional Responsibilities:** Provides general-purpose administrative and clerical support for program tasks, which include secretarial, word processing, collation, editing and coordination.

**Education:** High School Diploma Required, Some College Preferred.

**Minimum Training/Certifications:** None Required

## Business Consultant

**Relevant SIN(s) – 874-1/874-1RC and 874-7/874-7RC**

**Minimum Technical Qualifications and Experience:** Must have at least 15 years of experience. Possesses specialized expertise in a technical discipline, sub-discipline and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/projects simultaneously. May have authored and published articles or books in field of expertise.

**Functional Responsibilities:** Develops and implements the planning, organizing, controlling, integrating and reporting of recommendations for operational, engineering, and/or technical or functional programs processes. Insures proper organizational and or systems alignment for task planning and completion to meet organizational goals/objectives. Develops and implements performance measures and processes and establishes and conducts training programs. Supervises a professional and non-professional staff in the research and design of business improvement efforts involving several projects or one major program. Work activities are performed under operating work goals and objectives. Serves as the expert within the functional tasks assigned. Advises and directs the program manager in the development of the task implementation plan which includes the organizational assessment and process improvement recommendations. Participates in the review and acceptance of the plan by the PM and the client.

**Education:** Bachelor's degree in relevant field and 15 years of related work experience. Masters' Degree is the equivalent of 2 years of experience.

**Minimum Training/Certifications:** None Required

### Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administrative Assistant	01111 General Clerk I	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly. Additionally, we will provide the minimum number of required paid holidays and the minimum number of required vacation weeks per year in accordance with the applicable Service Contract Act Wage Determination for SCA covered employees.



**TUBA GROUP, INC. AUTHORIZED GSA SCHEDULE  
PRICING FOR SIN NUMBER 520-11/520-11RC, 520-12/520-12RC, 520-13/520-13RC**

Labor Category	BASE PERIOD				
	Year 1	Year 2	Year 3	Year 4	Year 5
Partner	\$225.06	\$228.66	\$232.32	\$236.04	\$239.81
Senior Manager	\$149.90	\$152.30	\$154.74	\$157.21	\$159.73
Manager	\$137.40	\$139.60	\$141.83	\$144.10	\$146.41
Senior Auditor	\$129.40	\$131.47	\$133.57	\$135.71	\$137.88
Senior Accountant II	\$111.35	\$113.13	\$114.94	\$116.78	\$118.65
Senior Accountant I	\$96.77	\$98.32	\$99.89	\$101.49	\$103.11
Staff Accountant II	\$79.36	\$80.63	\$81.92	\$83.23	\$84.56
Staff Accountant I	\$73.45	\$74.63	\$75.82	\$77.03	\$78.26
Associate Accountant	\$59.44	\$60.39	\$61.36	\$62.34	\$63.34
IT Audit Manager	\$170.57	\$173.30	\$176.07	\$178.89	\$181.75
IT Audit Specialist	\$156.36	\$158.86	\$161.40	\$163.99	\$166.61
IT Audit Staff	\$63.97	\$64.99	\$66.03	\$67.09	\$68.16
Senior Consultant/Statistician	\$193.08	\$196.17	\$199.31	\$202.50	\$205.74
Project Administrative Assistant	\$29.62	\$30.09	\$30.58	\$31.06	\$31.56

Escalation 1.6%



**TUBA GROUP, INC. AUTHORIZED GSA SCHEDULE  
PRICING FOR SIN NUMBER 874-1 AND 874-7**

BASE PERIOD					
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Subject Matter Expert I	\$ 136.66	\$139.12	141.62	\$144.17	\$146.77
Subject Matter Expert	\$ 118.73	\$120.87	\$123.04	\$125.26	\$127.51
Program Manager	\$ 134.81	\$137.24	\$139.71	\$142.22	\$144.78
Task Lead	\$ 82.10	\$83.58	\$85.08	\$86.61	\$88.17
Intermediate Analyst IV	\$ 116.32	\$118.41	\$120.55	\$122.72	\$124.92
Intermediate Analyst III	\$ 75.39	\$76.75	\$78.13	\$79.53	\$80.97
Administrative Analyst II	\$ 65.52	\$66.70	\$67.90	\$69.12	\$70.37
Administrative Analyst I	\$ 49.34	\$50.23	\$51.13	\$52.05	\$52.99
Administrative Assistant**	\$ 25.64	\$26.10	\$26.57	\$27.05	\$27.54
Business Consultant	\$ 150.24	\$152.94	\$155.70	\$158.50	\$161.35

Escalation 1.8%

**Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administrative Assistant	01111 General Clerk I	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).